

**INGHAM COUNTY
JOB DESCRIPTION**

JUDICIAL ASSISTANT

General Summary:

Serves as secretary and administrative aide to a Circuit Court, Family Court, or Probate Court Judge. Coordinates and manages the daily operations of a judicial office. Drafts, types, and processes correspondence, orders, opinions, and other documents. Schedules matters to be heard by the Judge, and coordinates the schedule of proceedings with the Prosecuting Attorney, attorneys, and other involved parties.

Essential Functions:

1. Coordinates and manages daily operations of a judicial office.
2. Coordinates and prioritizes the Court's schedule with attorneys, parties, and agencies to ensure attendance at hearings and meetings. Performs regular check of files for status of cases. Monitors guidelines for final disposition of cases and assists in monitoring and meeting time frames.
3. Answers and screens calls and visitors for the Judge, responds to inquiries regarding court schedule and procedures, and determines whether the attention of the Judge is needed. Serves as liaison between the Judge and citizens, news media, public officials, and federal, state, and local governmental agencies. Communications via telephone with attorneys, parties, police agencies and other security personnel, interpreters, Probation Department, Prosecutor's Office, Clerk's Office, and Administration.
4. Schedules motions, pro cons, scheduling conferences, status conferences, emergency hearings, bench warrants, pretrials, probate and family court trials, and others as necessary, show causes, Personal Protection Order hearings, arraignments, preliminary injunctions, sentencing, waivers, designations, expungements, and driver's license restoration. Assesses and follows through in emergency situations. Logs in notices of hearing on matters scheduled; enters Judge's docket on multiple computer systems. Maybe required to review individual cases and prepare case scheduling orders. Checks files for daily schedule and ensures their readiness for court action.
5. Coordinates Judge's appointments, meetings, and seminars.
6. Maintains Judges' trial dockets by ordering appropriate jurors for trials; requests incarcerated individuals from jail; advises court staff as well as attorneys as to status of trials; prepares jury verdict forms and jury instructions if needed. Contacts Prosecutor, Sheriff's Department, probation Department, and other agencies as needed.
7. Provides case management by reviewing all documents and proposed orders for the Judge's review and signature, insuring necessary court rules and provisions are contained therein and are in an acceptable form prior to submission to the Court.

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8. Monitors status of cases, and orders and prepares files for trials, motion day, and weekly hearings. Ensures reports have been submitted prior to hearing, diaries files for follow-up, sends letters regarding pro con after statutory period has expired. Prepares scheduling orders establishing case flow dates. Maintains files of office legal activities, such as pleas, convictions, case disposition, investigative reports, exhibits, and correspondence.
9. Takes and transcribes dictation, including correspondence, reports, minutes of meetings, and legal documents. Composes, types, and processes legal orders, and drafts, types, and processes opinions, documents, travel vouchers, and correspondence.
10. Reviews and screens all incoming mail, composes and types replies to correspondence. Determines matters needing attention of the Judge. Reviews files and may stamp or sign orders with Judge's approval.
11. Orders office supplies.
12. In absence of Law Clerk, provides jury management. Prepares jury room and courtroom which includes setting up courtroom with proper video equipment and securing and retrieving exhibits presented at trial. Escorts jury to and from courtroom and to lunch. Maintains jury security and preserves integrity of jury. Duplicates videotapes upon request of counsel and/or parties.
13. The Judicial Assistant assigned to the Chief Judge of Circuit Court shall have the following additional responsibilities: [a] Processes orders that require the Chief Judge's signature; [b] Schedules motions and hearings as required on matters to be heard by the Chief Judge; [c] Maintains and schedules meetings that require the Chief Judge's participation; [d] Prepares orders, memorandums and drafts letters as needed; [e] Prepares responses to Friend of the Court Chief Judge grievances; and [f] Keeps Judge apprised of matters needing attention of Chief Judge.
14. The Judicial Assistant assigned to the Chief Judge of Probate Court shall have the following additional responsibilities: [a] Maintains personnel files for the Probate Court and completes Personnel Action Requests; [b] Enters payroll to computer and maintains records of the payroll, including keeping accurate records of employees' sick time and Family Medical Leave; [c] Enters budget data to computer; [d] Serves as Deputy Probate Register, includes accepting papers for filing, receipting for filing fees, making true and certified copies, and assisting the public at the counter; [e] Provides court recording for both probate and family law hearings and prepares transcripts when requested; [f] Interviews and evaluates including referring candidates for marriage counseling as appropriate; and [g] Types Administrative Orders, policies, agendas, correspondence with various County departments, Supreme Court, and State Court Administrative Office, and reports to the State Court Administrative Office.
15. Discusses with litigants representing themselves (pro per) court procedures (in person or

by telephone), schedules hearings, refers pro per litigants to resource agencies.

Other Functions:

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation with advanced college-level course work in court administration, business, paralegal, legal secretarial, or related areas.

Experience: Three to five years of progressively responsible secretarial/administrative experience in a court, law office or related setting with experience on word processing software used in court. Prefer some data base program experience. Must have knowledge of legal terminology and procedures.

Other Requirements: May be required to be a certified Electronic Court Recorder for some assignments. Required to become a Notary Public within six months after employment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.